

# **REE Directory**

Research Education and Economics

## **User's Manual**

November 2006

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## Introduction & What's New

The November 2006 REE Help documentation includes instructions and screenshots on how to correctly transfer and delete employees.

When an employee transfers from one organizational unit to another it is imperative that the 'Transfer Employee' option be used – found under 'Edit Employee Information'.

**The unit the employee is transferring *FROM* is responsible for moving the employee in the REE directory.** Once the employee is designated to his/her new organizational unit, an email will be sent to the REE updater(s) of the receiving unit to edit the employee contact information.

**Note:** Deleting an employee at one unit and adding them back in at their new location is **NOT** the correct way to accomplish an employee transfer.

To delete an employee use the 'Delete Employee' option. Please note this is a permanent deletion and you will not have the option to view the employee's record once you confirm the delete.

## Logging in to REE for updating

1. Click 'Update REE' on the top navigation bar. You will be prompted for your ARSNET username and password. See **Figure 1**. Enter this information to continue. If you do not have a username/password or if your username/password doesn't work please contact the ARS-OCIO Customer Support Branch Help Desk at 301-504-1074.

The screenshot shows the USDA REE Directory website. The top navigation bar includes links for Employees, Organizations, Agency Links, Reports, Org Charts & Maps, Update REE (highlighted with a pink box), and Help. Below the navigation bar is the 'Employee Search' section. A modal dialog box titled 'Enter Network Password' is overlaid on the search form. The dialog contains the following fields and options:

- Site: 10.16.50.40
- User Name: Username
- Password: Masked with x's
- Domain: ARS
- ☐ Save this password in your password list
- OK button
- Cancel button

**Figure 1.**

## Add New Employee

1. Click 'Add New Employee(s)' from the menu choices. See **Figure 2**.



**Figure 2.**

2. The Add Employee page will load. See **Figure 3**. Last name, first name, and organization code fields are required to successfully add an employee. The organization list box will contain all organization units that you are authorized to administer. If you are authorized to administer organization codes that are not in the list box please contact the ARS-OCIO Customer Support Branch Help Desk at 301-504-1074.

**USDA REE Directory**  
Research, Education, & Economics Look Up

Employees Organizations Agency Links Reports Org Charts & Maps Update REE Help

**General Information**

LastName:  FirstName:

MiddleName:  Name Suffix eg (JR, II):

Honorific Name (eg. MD, PHd):  Other Name:

**Organization Information**

Organization Code:  Position Title:

Organization:

☐ Is employee a 1st Line Supv? ☐ Is employee a 3rd Line Supv?

☐ Is employee a 2nd Line Supv? ☐ Is employee Org's Main Secy?

**Figure 3.**

3. After you enter the information, click the add button at the bottom of the screen. After the information has been saved, all fields will clear and you may enter another employee.

## Edit Employee Information

1. Click 'Edit Employee Information' from the menu choices. See **Figure 4**.
2. When the Edit Employee page loads, all employees that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 5**.



Figure 4.

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Employees Organizations Agency Links Reports Org Charts & Maps Update REE Help

BOYD, DAVID  
BOYD, GLENN  
BOYD, JANICE  
BOYD, MICHELYN  
BOYD, PATRICIA  
BOYD, RUTH  
BOYD, TIFFANY  
BOYD, WILLIAM  
BOYDSTON, RICK

**General Information**

LastName:  FirstName:   
 MiddleName:  Name Suffix eg (JR, II):   
 Honoric Name (eg. MD, PHd):  Other Name:

**Organization Information**

Organization Code:  Position Title:   
 Organization:

**Figure 5.**

3. Click on an employee's name to display their information. Once information appears you can edit it. Once you have completed your changes, click the update button at the bottom of the page to save your changes.

## Transfer Employee

1. Click 'Edit Employee Information' from the menu choices. See **Figure 6**.



**Figure 6.**

2. When the Edit Employee page loads, all employees that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 7**.
3. Click on an employee's name to display their information.
4. At the bottom of the page click the 'Transfer Employee' button. See **Figure 8**.



USDA REE		REE Directory Research, Education, & Economics Look Up	
<a href="#">Employees</a>	<a href="#">Organizations</a>	<a href="#">Agency Links</a>	<a href="#">Reports</a>
<a href="#">Org Charts &amp; Maps</a>	<a href="#">Update REE</a>	<a href="#">Help</a>	
<div> <div>BOYD, WILLIAM</div> <div>BOYDSTON, RICK</div> <div>BOYER, BRIAN</div> <div>BOYER, CALLI</div> <div>BOYER, DOUGLAS</div> <div>BOYER, GREGORY</div> <div>BOYER, JOSHUA</div> <div>BOYER, ROBERT</div> <div>BOYER, SUSAN</div> </div>			
<b>General Information</b>			
LastName:	BOYD	FirstName:	WILLIAM
MiddleName:	J.	Name Suffix eg (JR, II):	
Honorific Name (eg. MD, PhD):		Other Name:	BILL
<b>Organization Information</b>			
Organization Code:	030104040610000000	Position Title:	ITSPEC (INET)
Organization:	030104040610000000-----WEB BRANCH		
<input type="checkbox"/> Is employee a 1st Line Supv?	<input type="checkbox"/> Is employee a 3rd Line Supv?		
<input type="checkbox"/> Is employee a 2nd Line Supv?	<input type="checkbox"/> Is employee Org's Main Secy?		
<b>Contact Information</b>			
Email:	bill.boyd@ars.usda.gov	Phone:	301 504 1113 ext.:
Fax:	301 504 5553	TTY/TTD Phone:	

**Figure 7.**

**Building Information**

Bldg. Abbr:  Room:

Street 1:

Street 2:

City:  State:

Country:  Zip Code:

**Postal Information**

Mail Room:  Mail Building Abbr:

Mail Street 1:

Mail Street 2:

Mail City:  Mail State:  Mail P.O. Box:

Country:  Zip Code:

**Figure 8.**

5. When the Transfer page loads you will have the complete list of ALL organizations. Select the organization the employee is being transferred TO (the receiving organization). See **Figure 9**.

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Employees Organizations Agency Links Reports Org Charts & Maps Update REE Help

Employee Being Transferred: WILLIAM J. BOYD

Receiving Organization:

- 030101010100000000-----OFFICE OF ADMINISTRATOR
- 030101010101000000-----ADMINISTRATOR'S IMMEDIATE OFFICE
- 030101010102000000-----SPECIAL INTERAGENCY PROGRAMS
- 030101010103000000-----OFFICE OF SCIENTIFIC QUALITY REVIEW
- 030101010104010000-----OFFICE OF THE DIRECTOR
- 030101010105000000-----CIVIL RIGHTS STAFF
- 030101010106000000-----OFFICE OF PEST MANAGEMENT POLICY
- 030101010115000000-----BUDGET AND PROGRAM MGMT STAFF
- 030101010401000000-----OFFICE OF DIRECTOR
- 030102020000000000-----NATIONAL PROGRAM STAFF
- 030102020100000000-----OFFICE OF ASSOCIATE ADMINISTRATOR
- 030102020200000000-----NATURAL RESOURCES AND SUSTAINABLE AG
- 030102020400000000-----NUTRITION, FOOD SAFETY AND QUALITY
- 030102020600000000-----CROP PRODUCTION AND PROTECTION
- 030102020800000000-----ANIMAL PRODUCTION AND PROTECTION
- 030102021000000000-----OFFICE OF INTERNATIONAL RESEARCH PROG
- 030102021100000000-----BUENOS AIRES, ARGENTINA
- 030102021105000000-----SOUTH AMERICAN BIOLOGICAL CONTROL L
- 030102021200000000-----MONTPELLIER, FRANCE
- 030102021205000000-----EUROPEAN BIOCONTROL RESEARCH
- 030103030100000000-----OFFICE OF DEPUTY ADMINISTRATOR
- 030103030101000000-----DEPUTY ADMINISTRATOR AND IMMEDIATE S
- 030103030105000000-----ASSOCIATE DEPUTY ADMINISTRATOR FOR
- 030103030110000000-----ASSOCIATE DEPUTY ADMINISTRATOR FOR
- 030103030500000000-----HUMAN RESOURCES DIVISION
- 030103030501000000-----OFFICE OF THE DIVISION DIRECTOR
- 030103030502000000-----OFCE OF DEP DIR HUMAN CAPITAL PLANNII
- 030103030502050000-----PAY, LEAVE AND EMPLOYEE RECORDS
- 030103030503000000-----OFCE OF DEP DIR HUMAN RESOURCES OP

**Figure 9.**

6. Click on 'Transfer Employee'. The transfer will result in an email being sent to the REE updaters at the receiving organization alerting them that an employee has been transferred and requesting they update the contact information for that newly transferred employee.

## Delete Employee

1. Click 'Delete Employee' from the menu choices. See **Figure 10**.



**Figure 10.**

2. When the Delete Employee page loads, all employees that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 11**. To delete an employee select the employee and click 'Delete'.

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Employees Organizations Agency Links Reports Org Charts & Maps Update REE Help

Please select the employee you wish to delete below. Then click the delete button to delete employee.

BOYD, TIFFANY
BOYD, WILLIAM
BOYDSTON, RICK
BOYER, BRIAN
BOYER, CALLI
BOYER, DOUGLAS
BOYER, GREGORY
BOYER, JOSHUA
BOYER, ROBERT
BOYER, SUSAN
BOYETT, SHANNA
BOYETTE, CLYDE
BOYKIN, DEBORAH
BOYKIN, J.

**Warning!!!** After clicking the delete button you will not be able to retrieve the employees information.

Delete Cancel

**Figure 11.**

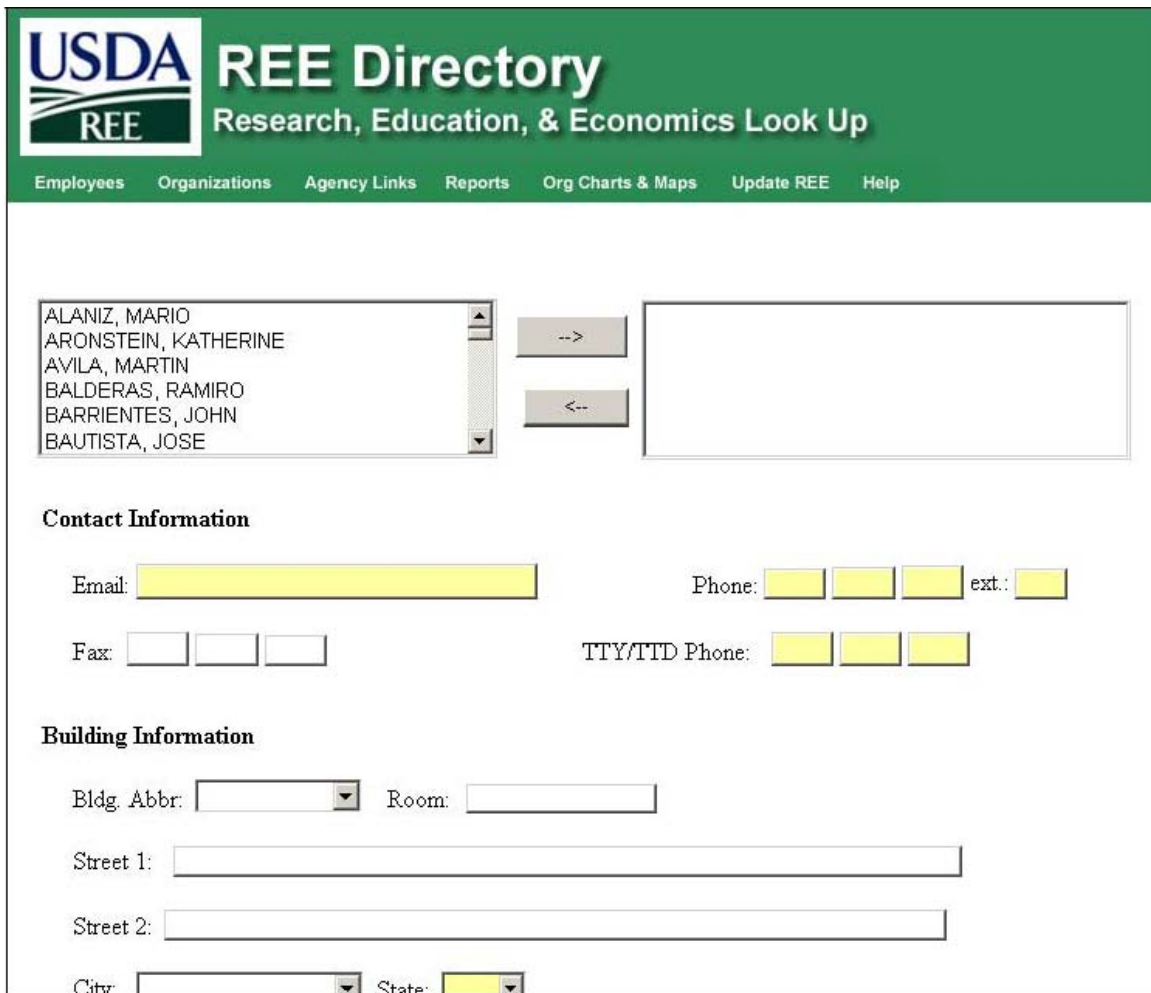
## Global Employee Update

1. Click 'Global Employee Update' from the menu choices. See **Figure 12.**



**Figure 12.**

2. When the Global Employee Update page loads, all employees that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 13**. To begin editing employees, select the employees you wish to make changes to by holding the Ctrl key on your keyboard and clicking a name with your mouse. Once you have the employees selected click the right arrow button to the right of the employee list box. The employees you have highlighted will be transferred to the list box to the right of the arrow buttons. These are the employees that will have their information updated once you click the update button at the bottom of the page.



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Employees Organizations Agency Links Reports Org Charts & Maps Update REE Help

ALANIZ, MARIO  
ARONSTEIN, KATHERINE  
AVILA, MARTIN  
BALDERAS, RAMIRO  
BARRIENTES, JOHN  
BAUTISTA, JOSE

-->  
<--

**Contact Information**

Email:  Phone:    ext.:

Fax:    TTY/TTD Phone:

**Building Information**

Bldg. Abbr:  Room:

Street 1:

Street 2:

City:  State:

**Figure 13.**

3. Once you have entered the information, click the update button at the bottom of the page to save the changes.

## Update Organization


1. Click 'Update Organization' from the menu choices. See **Figure 14**.



**Figure 14.**

2. When the Update Organization page loads, all organization units that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 15**. To begin editing organizations, select the organization you wish to make changes to. After you select the desired organizational unit, detailed information will appear in the text boxes below. All information can be edited, except for organizational code. Enter desired information and click the update button to save your changes.




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[Employees](#)
[Organizations](#)
[Agency Links](#)
[Reports](#)
[Org Charts & Maps](#)
[Update REE](#)
[Help](#)

030101010115000000-----BUDGET AND PROGRAM MGMT STAFF
030102020000000000-----NATIONAL PROGRAM STAFF
030102020100000000-----OFFICE OF ASSOCIATE ADMINISTRATOR
U301U2U2U2UUUUUUUU-----NATURAL RESOURCES AND SUSTAINABLE AGRICULTURAL SYSTEMS
030102020400000000-----NUTRITION, FOOD SAFETY AND QUALITY
030102020600000000-----CROP PRODUCTION AND PROTECTION
030102020800000000-----ANIMAL PRODUCTION AND PROTECTION

Organization Name:
BUDGET AND PROGRAM MGMT STAFF

Organization Abbreviation:
BPMS
Organization Code:
030101010115000000

Room:
Bldg Abbreviation:
JAMIE L. WHITTEN FEDE
P.O. Box:

Street 1:
WHITTENBG

Street 2:
1400 INDEPENDENCE AVE, SW

City:
WASHINGTON
State:
DC
Zip Code:
20250

Country:
UNITED STATES

Url:
http://www.usda.gov/

Phone:
202
720
4421
Ext:
Fax:
202
720
5427

Update

Close

**Figure 15.**

## Global Organization Updates

1. Click 'Global Organization Updates' from the menu choices. See **Figure 16**.



**Figure 16.**

2. When the Global Organization Update page loads, all organization units that you have rights to administer will be listed in the box beneath the Navigation Bar. See **Figure 17**. To begin editing organizations, select the organizations you wish to make changes to by holding the Ctrl key on your keyboard and clicking an organization with your mouse. These are the organizations that will have their information updated once you click the update button at the bottom of the page.

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Employees Organizations Agency Links Reports Org Charts & Maps Update REE Help

036062620401000000-----LOCATION SUPPORT STAFF  
 036062620405000000-----KIKI DE LA GARZA SUBTROPICAL AGRICULTURAL RESEARCH CENTER  
 036062620405050000-----CROP QUALITY & FRUIT INSECTS RESEARCH  
**036062620405250000-----INTEGRATED FARMING AND NATURAL RESOURCES RESEARCH**  
 036062620405450000-----BENEFICIAL INSECTS RESEARCH UNIT  
 036062620405550000-----HONEY BEE RESEARCH

Room:  Bldg Abbreviation:  P.O. Box:

Street 1:

Street 2:

City:  State:  Zip Code:

Country:

Url:

Phone:    Ext:  Fax:

**Figure 17.**

3. Once you have entered the information, click the update button at the bottom of the page to save your information.

## Add New System User

1. Click 'Add New System User(s)' from the menu choices. See **Figure 18**.



**Figure 18.**

2. When the Add New System User(s) page loads, a list box containing the organizational units you are authorized to administer will appear on the screen. See **Figure 19**. At the top of the screen, enter the user's name in the text box labeled User. Then, select the organizations you wish this user to administer by holding the Ctrl key on your keyboard and clicking an organization with your mouse. Click accept to save the information. After you have created a user, you must contact the ARS-OCIO Customer Support Branch Help Desk at 301-504-1074 to have the newly created account activated.

**USDA**  
REE

# REE Directory

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User:

Organization To Administer

- 0000000000000001-----UNKNOWN ORGANIZATION UNIT #2
- 0101000000000000----RESEARCH, EDUCATION, & ECONOMICS
- 0101010000000000-----OFFICE OF THE UNDER SECRETARY
- 0300000000000000 AGRICULTURAL RESEARCH SERVICE
- 0301000000000000----HEADQUARTERS
- 0301010000000000-----ADMINISTRATOR AND IMMEDIATE STAFFS
- 0301010101000000-----OFFICE OF ADMINISTRATOR
- 0301010101010000-----ADMINISTRATOR'S IMMEDIATE OFFICE
- 0301010101020000-----SPECIAL INTERAGENCY PROGRAMS
- 0301010101050000-----CIVIL RIGHTS STAFF
- 0301010101060000-----OFFICE OF PEST MANAGEMENT POLICY
- 0301010101150000-----BUDGET AND PROGRAM MGMT STAFF

Accept Cancel

**Figure 19.**

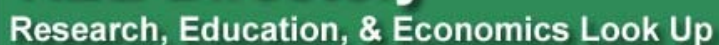
## Edit System User Information

1. Click 'Edit System User Information' from the menu choices. See **Figure 20**.



**Figure 20.**

2. When the Edit System User Information page loads, a list box containing all system users will appear on the upper half of the screen. See **Figure 21**. Select which user you would like to edit by clicking the name from the list box with your mouse. Once you click on a name it will appear in the user text box below the list box. This is the user you are updating. Then, select the organizations you wish this user to administer by holding the Ctrl key on your keyboard and clicking an organization with your mouse. Click accept to save the information.



```
010100000000000000----RESEARCH, EDUCATION, & ECONOMICS
010101000000000000-----OFFICE OF THE UNDER SECRETARY, REE
030000000000000000 AGRICULTURAL RESEARCH SERVICE
030100000000000000----HEADQUARTERS
030101000000000000-----ADMINISTRATOR AND IMMEDIATE STAFFS
030101010100000000-----OFFICE OF ADMINISTRATOR
030101010101000000-----ADMINISTRATOR'S IMMEDIATE OFFICE
030101010102000000-----SPECIAL INTERAGENCY PROGRAMS
030101010103000000-----OFFICE OF SCIENTIFIC QUALITY REVIEW
030101010105000000-----CIVIL RIGHTS STAFF
030101010106000000-----OFFICE OF PEST MANAGEMENT POLICY
030101010115000000-----BUDGET AND PROGRAM MGMT STAFF
```